



BUSINESS SERVICES OFFICER, CIRM

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate stem cell and regenerative medicine treatments to patients with unmet medical needs, is what drives us to succeed every day.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

The Business Services Officer reports to the Finance team and works closely with the General Counsel to ensure that of CIRM's contracts, purchases, facilities projects, and document retention are in accordance with State policies and procedures. This role administers and manages the contracting and procurement process, serves as the office manager and coordinates facilities projects, and supports accounting and reconciliations.

Job Functions

In this position you will be accountable for:

Contracting/Procurement

- Serve as main point of contact for CIRM's, managing CIRM's procurement and contracting processes in conformance with state law and CIRM Policies.
- Develop internal procedures, Standard Operating Procedures and training for all business services functions, including procurement, contracting, records retention and facilities.



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- Negotiate and develop contracts, purchase orders (PO) (as appropriate, using CIRM's CalCard and Citi accounts,) and associated change orders or amendments.
- Manage CIRM's procurement bidding process, which includes working with program staff to develop draft RFPs, post RFPs and related information on CIRM's website, field inquiries from bidders, and coordinate review and selection of proposals.
- Manage ongoing relationships with vendors, including handling service and billing issues.
- Develop and provide training for staff on requirements of CIRM's contracting and procurement policies and procedures.
- Report to ICOC, Finance Subcommittee, and Governance Subcommittee on status of contracts.
- Work with the Director of Finance and the General Counsel to evaluate, update, and revise contracting and procurement policies and associated templates.
- Administer all aspects of CIRM's records retention program. Develop policies and procedures for maintaining CIRM's records retention program in compliance with the State's requirements.
- Coordinating updates to the schedules and process in accordance with State policies and procedures.

Facilities/Office Management

- Manage CIRM's lease program by coordinating with the building administrator, ensuring timely communication and action as necessary.
- Schedule maintenance and repairs, monitoring work status and working with the building management to address issues.
- Oversee the reception functions by providing training to students/staff performing these duties, ensuring duties are performed timely and accurately.
- Manage students/staff responsible for all incoming/outgoing mail daily as well as manage FedEx and courier shipments.
- Support the Chief Human Resources Office with CIRM's security system (alarm code, key fob).
- Prepare documentation, including maintenance procedures and end-user "cheat sheets" as needed.
- Conducts other projects and tasks as assigned.



Fiscal Services

- Assist the Finance Office in its daily accounting operations including invoice payment processing, which involves auditing, coding, and reconciling pay memos and invoices, update and maintain supporting payment spreadsheets, Accounts Receivable tracking, and processing cash receipts in accordance with all applicable rules and regulations.
- Prepare and submit revolving fund requests to DGS-CFS.
- Support the development and delivery of training on CIRM's Fiscal policies and procedures.
- Administer other accounting duties as requested by the Director of Finance.

Supervision Received

The Business Services Officer will report directly to the Director of Finance.

Qualifications

- Five years of State of California or University of California experience performing Business Services functions outlined above or Bachelor's degree and five years' experience performing business services functions for multifaceted organizations.
 - A demonstrated ability to take charge of projects, overcome obstacles, and move them to completion with minimal supervision.
 - Excellent organizational skills, including a demonstrated ability to prioritize a wide variety of tasks and work on multiple tasks simultaneously, while timely meeting deadlines and keeping materials organized.
 - Demonstrated ability to work flexibly in a fast-paced environment where priorities often shift.
 - Experience in and ability to write business correspondence.
 - Demonstrated ability to communicate effectively both orally and in writing.
 - Proficiency in Microsoft Word, Outlook, Excel, PowerPoint, Acrobat and legal databases.
- Tactful and discreet.
Excellent interpersonal, written and oral communication skills, flexibility and problem-solving skills.



Working Conditions

- Ability to operate standard office equipment.
- Being available to work outside of normal business hours.
- Being able to travel statewide, if necessary.

During the COVID pandemic, remote work is acceptable, however eventual willingness to work collocated with the team is a must.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee's workstation is located at 1999 Harrison Street building in Oakland and is equipped with standard or ergonomic equipment, as appropriate. Travel may be required to attend meetings or raining classes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Vice President, Administration).

**A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. Duties of this position are subject to change and may be revised as needed or required.*

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Salary Range and Benefits

The salary range for the Business Services Officer, CIRM is \$102,104-\$153,332. CIRM offers a competitive compensation package.

How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

****A California State application is required as CIRM is a state agency. You will not be considered without this.**

To: jobs@cirm.ca.gov. Electronic applications preferred.
CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10 days out or until filled

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Human Resources
Attn: CIRM, Jobs
1999 Harrison Street,
Oakland, CA 94612

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume/CV



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Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Application Information

All applicable fields on the State Application Form (STD. 678) must be filled out completely. Resume must be included. Clearly indicate on the Form STD. 678 in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement and your basis of eligibility (list eligibility, lateral transfer, reinstatement, etc.). Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all of the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.

Contact Information

The Vice President, Administration is available to answer questions regarding the application process and the position.

Human Resources Contact:

Maria Bonneville

Email - jobs@cirm.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

- EEO Officer: Maria Bonneville (Acting)
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.



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Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx.

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

*All hires at CIRM are Exempt and considered Exempt for the purposes of collective bargaining.